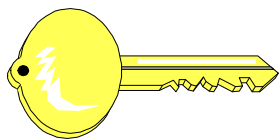
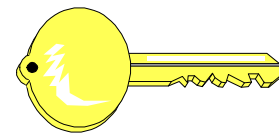

MAINE S&L NET NEWS

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Maine School and Library Network
(PUC/NYNEX Project)



Training is the Key!



MSLN News In Brief

This is the second issue of a newsletter produced periodically by the Maine School and Library Network Advisory Board. The purpose of the newsletter is to keep you informed about the progress of the Network and to provide information that will be useful to your school or library as you go through the connection process. We emphasize in this newsletter how important training is to the success of the Network.

200 sites were connected to the Network between June 1 and October 1. The pace of connections will increase beginning in October. An additional 35 schools and libraries have received equivalent value funding.

Connections are being made in the order that completed applications were received by NYNEX. NYNEX staff will call several weeks ahead of time to confirm that your site is ready for connection (mounting board on wall, computer in place and ready to go, etc.) before putting you on the schedule. If you receive telephone service from an independent telephone company, NYNEX will also coordinate connection with that company.

255 schools and libraries have received computer grants. Institutions with grants must send copies of their receipts to NYNEX after purchasing equipment. You will not be scheduled for connection until we know that you have at least one adequate computer.

For questions about connections or other installation logistics matters, call NYNEX at 1-800-315-0633.

Undecided About Connecting to the Network?

If your library or school has not yet decided whether to accept a free connection to the Maine School and Library Network (MSLN), now is the time to do so. In addition, those sites that qualify for a computer grant -- \$2,000 for a new machine or \$600 to upgrade an old one -- can *still* apply. See the computer grant criteria and application form in the MSLN access forms sent out April 1996. If you cannot locate your forms, contact the NYNEX Project Manager, 370 U.S. Route 1, Falmouth, ME, 04105 or call 1-800-315-0633.

Public libraries with unresolved questions about applying may contact Karl Beiser, Maine State Library, P.O. Box 2145, Bangor, ME 04402, tel. 581-1656, e-mail: beiser@saturn.caps.maine.edu. Schools may contact Linda Lord, 64 State House Station, Augusta, ME 04333, tel.: 287-5620, e-mail: slllord@state.me.us.

In October and November, members of School and Library Network Advisory Board and NYNEX will be contacting eligible schools and libraries that have not applied for connection to the Network to find out if they are interested in participating in the Network. If you are not interested in participating in the Network, we would appreciate knowing that, too, along with your reasons. We also will be contacting any school or library that asked for an Alternative Equivalent Value (AEV) application that has not yet filed an application. We hope to have all interested schools and libraries connected by June 1997. To do this, we need to know your plans!

Training

Recognizing the importance of training, the MSLN plan calls for two types of training: *basic end user training* and *technical coordinator training*. It is important to understand the two quite different types of training associated with MSLN and to take advantage of each.

"Train-the-trainer" instruction, the method used for the *basic end user training*, teaches two people from each MSLN site how to use Internet client software, how to send and receive electronic mail, browse the World Wide Web, download computer files with FTP software. This training is designed to aid attendees in training others within their school or library community. The initial training is a two-day session.

Technical coordinator training is different. It focuses on installing and configuring Internet

client software. It is intended for the person you have specified as your site's technical contact -- someone who already knows how to use Internet software, install software and generally use a computer at a reasonably proficient level. This is a one-day session.

Ideally, both types of training take place immediately before your network connection is installed. Most sites that have been scheduled for hook-up should have already received mailings about upcoming training opportunities.

The *basic end user* training is being offered through Northern Maine Technical College, the University of Maine, and the University of Southern Maine. Technical coordinator training is being coordinated by CAPS at the University of Maine, Orono. Both types of training are offered in locations around the State. See the Contact Information sections below in this newsletter for details.

Maine School and Library Network Training Program		
	<i>Technical Coordinator</i>	<i>Basic End User</i>
Target Audience	Designated system technical coordinators (usually one per system, library, or school district).	Site based staff, two per building or site.
Format	Workshop format to provide expertise in: installation, configuration and support practices for client software.	"Hands on" train-the-trainer workshop to provide skills to act as site based training resource to help peers and users utilize client software.
Selection Criteria	Selected by district or sites, with experience in internet software, installing and configuring software, networks and computer systems.	Some familiarity with computers in general with an ability to trouble shoot and train users.
Contact Information	Workshop registrar, CAPS, Orono. Tel. 581-3501, fax 581-3531, e-mail: workshop@maine.edu . A schedule of training sessions appears at: www.msln.maine.edu .	See the appropriate regional contact below; a schedule of training sessions appears at www.mstf.org/miec .

Technical Coordinator Role

Selecting a person to serve as your site's technical coordinator will go a long way in making your participation in the Maine School and Library Network a success. Every site has been asked to find someone with some prior computer experience to perform several specific tasks:

- ✓ Attend technical coordinator training sponsored by CAPS
- ✓ Physically connect the site's computer(s) to the Frame Relay Access Device or modem connection
- ✓ Install and configure the internet access software supplied by CAPS
- ✓ Assist users with simple questions about use of the Internet access software
- ✓ Act as an informed intermediary when it is necessary to call the Network Operations Center to resolve a technical problem.

It is possible to both under- and overestimate the amount of technical savvy needed. In order to make sense of the technical coordinator training and to effectively communicate with the Network Operations personnel, a person should have some experience using internet software for e-mail, web browsing, ftp, etc. and should be comfortable installing software and inserting an interface card in a computer. If two or more computers on a local area network are to be connected, the person should have some basic understanding of how that network operates.

Between staff, trustees, colleagues, volunteers and individuals already working as a technical resource person whose services might be shared among several schools and libraries, it is hoped that most sites will be able to successfully install and maintain an MSLN connection. If you are unsure on who to send to technical coordinator training, please call Jay Johnson at 581-3504.

Choosing Trainees for Basic End User Training

Suggested criteria for choosing your two representatives for Basic End User Training include:

- ✓ Has some familiarity with computers (either a DOS or Mac platform)
- ✓ Perceived by others as a leader in their work environment
- ✓ Capable of troubleshooting and locating outside resources for assistance in technical problems and mishaps

These individuals should also be prepared to:

- ✓ Replicate the workshop for colleagues/community members
- ✓ Motivate their school/library to learn more about technology and its use
- ✓ Become a patient resource for Internet questions

If you have questions about this training, please contact the training organization coordinating training in your area in the Basic End User Training Contacts section below.

Basic End User Training Contacts

Northern Region (Aroostook school and library buildings; Woodland, Calais, Eastport, Lubec, and Machias in Washington County; Millinocket, E. Millinocket, Howland and Lincoln in Penobscot County)
Sonja Fongemie, Business and Industry Services, NMTC, 33 Edgemont Dr., Presque Isle, ME 04769, tel. 768-2767, e-mail: nsfongem@nmtech.nmtc.mtcs.tec.me.edu

Southern Region (York, Cumberland, and Androscoggin Counties) George Lyons, Professional Development Center, USM, 305 Bailey Hall, Gorham, ME 04038, tel. 780-5053, e-mail: glyons@usm.maine.edu.

Central Region (All other counties plus the parts of Washington and Penobscot county not served by NMTC) Jim Chiavacci, Project Director, College of Education, 5766 Shibles Hall, University of Maine, Orono, ME 04469, tel. 581-2478, e-mail: jim_chiavacci@umeres.maine.edu.

Technical Coordinator Training Contact

Workshop Registrar, CAPS, Neville Hall, University of Maine, Orono, ME 04469, tel. 581-3501, fax: 581-3531, e-mail: workshop@maine.edu, web <http://www.msln.maine.edu>.

Useful Web Sites

Maine State Library Home Page - includes information on URSUS, network access policy, work station security:
<http://www.state.me.us/msl/mslnet.htm>

Department of Education Home Page - includes a list of Maine schools on the web and technology issues affecting schools:
<http://www.state.me.us/education/edtech.htm>

PC Purchase Advice - computer buying recommendations for those connecting to the Network:
<http://www.state.me.us/msl/buypc.htm>

Public Utilities Commission Home Page - includes Commission's orders relating to MSLNET; minutes of School and Library Network Advisory Board meetings; list of eligible schools and libraries:
<http://www.state.me.us/mpuc>

CAPS Technical Info/Technical Coordinator Training:
<http://www.msln.maine.edu>

Train-the-Trainer Basic End User:
<http://www.mstf.org/miec>

NYNEX

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